What is CPD?

In the simplest terms, CPD is any activity outside of a paid treatment with a client that benefits you in any of these areas:

- Your practice as a reflexologist
- Your knowledge and skills as a reflexologist
- Your clients’ experience with you
- Your knowledge and skills in business

Start by considering the activities you currently undertake as a matter of course, i.e. reading Reflexions, reading up on medical conditions, discussing reflexology with other practitioners, etc.

How many points will I need to collect per year?

You will need to collect 20 CPD points per year if you are an Honorary, Fellow or Full member.

So how do I categorise my CPD points?

<table>
<thead>
<tr>
<th>Self Directed Learning</th>
<th>Allocation of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Informal learning activity e.g. reflexology related reading either online or in books/journals etc, developing a business plan, reading related to personal development etc</td>
<td>1 per hour</td>
</tr>
<tr>
<td>2. Reflective practice (*please note that you must claim points from another category as well as this one to qualify for a year’s CPD points)</td>
<td>1 per hour</td>
</tr>
<tr>
<td>3. Publication of a case study, article, review or book</td>
<td>2 per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Development</th>
<th>Allocation of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Attending national or international reflexology conference</td>
<td>2 per hour</td>
</tr>
<tr>
<td>5. Attending an AoR area group meeting or seminar</td>
<td>1 per hour</td>
</tr>
<tr>
<td>6. Participating in a First Aid course AoR approved Non- AoR approved</td>
<td>2 per hour 1 per hour</td>
</tr>
<tr>
<td>7. Successful completion of a CPD event or course on a topic related to reflexology e.g. reflexology, First Aid, Personal Development, Business related etc. This can be in person or online. AoR CPD Approved Non AoR CPD Approved</td>
<td>2 per hour 1 per hour</td>
</tr>
<tr>
<td>8. Delivery of a workshop, course, seminar or practitioner training specifically related to reflexology</td>
<td>2 per hour</td>
</tr>
</tbody>
</table>
Please note: you will need to complete CPD activities from two or more sources of points (i.e. 2 or more different activities) to count as having completed your 20 points

Do I have to attend courses to get all of my CPD points?
You do not have to attend courses to gain your CPD points; it is possible to gain all 20 CPD points without leaving your home or spending a penny!

The category numbers have changed – do I need to change my existing CPD records?
No – please just put a little marker in the margin where you start using this book saying ‘moved to Handbook 6’ and carry on using the new system from that point.
Can I use CPD points gained for other organisations for the AoR?

Yes you can. Any activities undertaken for another organisation count for CPD points, as long as they fit into the areas mentioned above.

Wondering how to evidence your CPD activities?

Don’t worry – we’re here to help! Our advice sheets will give you examples of how you could evidence any category of CPD listed above and provide ideas as to how to gain points in ways you might not have thought of before! Available now in the Member’s Area of our website or give us a call on 01823 351010 if you need paper copies.

What happens if I do not or am unable to comply with the requirements?

The AoR have put in place a system to support you should you not meet the CPD requirements upon your renewal. This will be to offer you one of the following two options to help you get back on track:

Option 1) To downgrade your Full membership to an Associate membership

An Associate membership is a probationary 12 month membership during which the member cannot use the letters MAR after their name or advertise that they are a Full member of the AoR. When you reach the end of this 12 months, you will be given the opportunity to renew as a Full member if you can demonstrate that you have gained 20 CPD points in the interim. This will be done by checking your CPD Folder/ Log sheets. Please be aware that you may additionally be asked to partake in a Mentoring and Assessment session (see below).
Option 2) To partake in a 1-1 Mentoring and Assessment session

This is a 1-1 session with one of our specially trained Mentors, which is arranged for you by the AoR. Your Mentor is there to provide a specified period of mentoring (measured in hours) for you alongside an assessment as to whether you are operating at a level befitting AoR Full membership. During or after your session, your Mentor would fill in a short assessment form, which they will return to the AoR whilst also forwarding a copy to the Mentee.

Each hour you spend with your Mentor will equate to 5 CPD points. The Mentee is expected to book at least the number of hours required to increase the CPD points that they have already gained to a total of 20 for the year. These CPD points will only be applicable to supplement your previous year’s CPD – they cannot be brought forward to the current year.

The Mentoring and Assessment session will normally take place up to 1 month before your renewal date. As you cannot renew without having a 20 CPD points over your membership year, this may delay your membership renewal until you complete the session.

A Mentoring and Assessment session costs £25.00 per hour of mentoring time. The Mentee will also be expected to meet the travel costs of the Mentor at a rate of 25p per mile (or second class rail fare plus taxi fare from and to the station).

In order to book a Mentoring and Assessment session, please contact Central Administration.

Where can I record my CPD points?

On the following page you’ll find an example CPD log sheet. However, you can record your CPD activities on any log sheet you feel comfortable with – as long as it shows the main information requested in the example log sheet.

Your CPD record is there for you – as long as you record your activities in a way that makes sense to you, the chances are that it is acceptable to us.

© Copyright of the Association of Reflexologists 2011
## Association of Reflexologists CPD Log Sheet

**Sheet No:** | **CPD Year:** | **Name:** | **Membership No.:**
---|---|---|---

<table>
<thead>
<tr>
<th>Dates of Activity</th>
<th>Title of Activity</th>
<th>How this benefited my practice</th>
<th>CPD Category</th>
<th>Duration etc (e.g. hours)</th>
<th>Points Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total CPD points accrued for the year**

---
- You need to complete a line of this form each time you undertake CPD activity. Refer to the CPD Handbook for details about valid activities.
- We recommend that you photocopy spares of this form to allow for additional entries, or for recording activities in future years.
- This form is available to download from the AoR website as a Word document. [www.aor.org.uk](http://www.aor.org.uk)
- Keep the forms safely in a folder. Keep copies of any relevant evidence, or additional information in the folder as well.
- Please do not send this form, or any information about your CPD activity to the AoR. Keep your CPD folder at home.